

**Minutes of the NFLS Board of Directors
Tuesday, August 7, 2018 at 12 Noon
Kress Pavilion & Egg Harbor Library,
7845 Church Street, Egg Harbor, WI 54209.**

Present: Theresa Rosik, Miriam Erickson, Ken Harter, Kathy Lefebvre, Corrie Campbell, Tony Yaggie, Kathy Pletcher, Bob Entringer, Paul Gustafson, Elizabeth Arnold, Marsha Hoeffs, Julia Wallace, Rosetta Stern

Excused: Jan Gehlhoff, Cheryl Maxwell

Unexcused: John Lemke

Also Present: Megan Theys (NFLS) Tracy Vreeke (NFLS) Holly Handt (NFLS), Tina Kakuske (Sturgeon Bay)

1. Welcome & Lunch. Campbell called the meeting to order at 12:08 p.m. Introductions were made. There was a break to tour the library and for lunch. The meeting resumed at 1:02 p.m.

2. Agenda Revisions. None were made. Pletcher moved to approve the agenda; Erickson seconded. **Motion carried.**

3. Open Forum. Nothing was reported.

4. Approve minutes: June 12, 2018. Pletcher moved to approve the minutes; Erickson seconded. **Motion carried.**

5. Reports:

5.1 President – Corrie Campbell

- The position description for the marketing/communications position at NFLS will be posted in the next two months. NFLS may use the hiring service Cadre to help with the hiring process.
- Campbell, Arnold, and Wallace attended the PLSR meeting on July 20. Campbell feels Vreeke has been and will continue to be a valuable part of the PLSR committee.
- Trustee Development Week – Aug 13-17. Campbell encouraged the Board members to watch the webinars; they are aimed at trustees so they will learn a lot. The webinars will be recorded.

5.2 Treasurer's Report – Kathy Pletcher

- The May and June Statement of Revenue were in the Board packet. We are halfway through the year and NFLS is in good shape. There is extra in the salary line due to the open position. We might go over in the travel line but overall we have sufficient funding.
- Arnold asked about the undesignated reserve balance. Pletcher said it looks good and right now we aren't expecting to dip into it.
- Erickson moved to approve the Treasurer's Report. Hoeffs seconded. **Motion carried.**

5.3 Personnel Committee – Ken Harter

- Harter wasn't able to attend the last Personnel Committee so Wallace presided as head. The job description for the marketing/communications position was approved and Vreeke's six month evaluation was completed.
- The Personnel Committee will need to schedule another meeting to discuss Vreeke's follow up evaluation, NFLS staff evaluations, and the 2019 budget and corresponding raises. They will continue to include the full Board in the NFLS director's evaluation.

5.4 Director's Report – Tracy Vreeke -

- Vreeke and Theys have finished their updates on the Employee Handbook. Vreeke will meet with Harter to get approval of the changes.
- Vreeke attended her first NEWIL meeting.
- Rosik is pursuing the idea of getting a patent library in the area. Vreeke found out that NFLS can't be a patent library because they are a system, not a library. Campbell said that this could they could look at it at a county level. Harter said Lakewood is doing a partnership with the UW system and suggested that a patent library could be part of that partnership. Vreeke will also mention it at NEWIL. Pletcher said essentially all of the information is online and a library just

needs someone to facilitate the information. The Milwaukee Patent Library can provide training if librarians are willing. Another possibility is having CE webinars on this.

- Tina Kakuske will be attending the leadership training through WLA and this is being funded by NFLS.
- **Staff Report – Holly Handt** – Handt is in charge of Delivery at NFLS. PLSR is working on two different models for delivery. One model would change the boundaries of the delivery regions (proposed to change from 16 to eight regions). The other model would provide greater funding for library systems to expand their opportunities. Vreeke said that delivery is one of the first things to be looked at with PLSR. Pletcher clarified that the eight-hub delivery model could be implemented without any system merger; it would be a merger of services. Vreeke said this could also happen for Continuing Education services. Vreeke said that she is working on the ILS merger with OWLS, Winnefox, and NFLS, and this could work in favor with PLSR.
- Theys and Handt will have their annual ILL/Delivery workshop at the end of August.

6. Member Library Report – Tina Kakuske/Door County Library. –

- Door County is a consolidated library county with eight branches. Their main branch is in Sturgeon Bay.
- Anyone with a photo ID can get a library card, whether they are a Door County resident or not.
- The Egg Harbor building just opened up in February. It's a combination of library and a rentable community space.
- Kakuske is working with her libraries to do more outreach, create a stronger social media presence, and include innovative programming. As part of their outreach, this year they provided a music series in a local park. They had success with music series and will continue to grow this program. They also went to the Farmer's Market where they made library cards, talked about programming, and pointed people to where the library is. The branch managers are jumping on board with expanding their social media presence and innovative programming.
- Yaggie asked about better signage to find the library. Kakuske looked at this for the Sister Bay library and found out she had to go through the state for this. She also found out that some of the signage funding needed to be provided by the village.

7. Approve NEWI (North Eastern WI) CE Agreement. –

- This agreement states that there will be a regional CE coordinator for Manitowoc-Calumet, NFLS, OWLS, and Winnefox. It has been approved by the other three systems already.
- Winnefox's current CE coordinator will provide the bulk of the CE for the four systems. NFLS will need to provide a CE liaison for NFLS libraries; this will be part of the new hire's job duties. Some of the agreement is already being done, including some in-person CE trainings and the CCBC workshop. It is state-required for librarians to have a certain amount of CE hours.
- The agreement will begin in 2019. The agreement is for a year and next year the systems will make tweaks to it. After that, there is the potential for having a three year agreement. Pletcher motioned to approve the NEWI CE agreement as presented. Yaggie seconded. **Motion carried.**

8. Approve 2017 Audit.

- Pletcher said the Finance Committee went over the audit yesterday with a Schenck representative. NFLS is going in the right direction. Schenck recommended 15-20% be put in the undesignated reserve funds. Pletcher recommended going towards 15%, but feels this is something that should be discussed by Finance Committee in order to have them make a recommendation to Board. At present, it looks like NFLS shouldn't have to use any funds from the reserve funds for 2018 and may be able to put some money into the fund next year.
- Schenck pointed out two considerations– outsourcing of the audit and segregation of duties. Schenck said they realize that outsourcing of the audit is a common recommendation for businesses of NFLS's size and to not worry too much about this. The second recommendation of segregation of duties will be

looked at by the Finance Committee. There are some checks and balances in place for the physical checks that are cut by NFLS, but there could be more oversight over the electronic monetary transitions. Pletcher will meet with Theys, Vreeke, and NFLS's accountant to find a better way to do this. It will also be discussed by the Finance Committee.

- Schenck said that overall the finances are good and heading in right direction. Yaggie said we are fortunate to have Pletcher as head of Finance Committee. Pletcher recommended on behalf of the Finance Committee to approve the 2017 audit. Wallace seconded. **Motion carried.**

9. Review Draft 2019 Budget. –

- Vreeke built in a 2% increase in salaries for raises and set the salary/benefits for the new position at the top end in the draft budget. Vreeke went through the budget line-by-line.
- Wallace suggested making the \$30,000 additional state funding clear in the budget so that we can identify what this money was used for and be able to tell state what we used it for. However, it is currently being used for small grants for libraries and is therefore in various parts of the budget. Vreeke said the funding isn't that clear, but we need to make a clear list of what this money was used for.
- Pletcher clarified that this is a draft budget and changes can still be made. There is a projected \$19,000 surplus. Vreeke is talking to libraries to get ideas of what to use this money for; Pletcher encouraged the Board members to talk to their libraries as well.

8. LD&L Update – Kathy Pletcher. LD&LD met with Superintendent Evers; his budget will be sent in in October. While this is happening LD&LD will be talking to the legislatures to encourage them to focus on libraries. Campbell suggested using Egg Harbor as an example of modern day libraries and what future libraries can look like.

9. New Business. None was reported.

10. Adjourn. Erickson motioned to adjourn at 3:06 p.m. Harter seconded. **Motion carried.**

Megan Theys, Recording Secretary
August 7, 2018